

國立中山大學清寒僑生助學金審查作業須知

Notes on Handling the Review of Financial Aid for Overseas Chinese Students with Financial Hardship

中華民國93年7月6日經校長核定
中華民國94年4月19日經校長核定
中華民國95年8月3日本處處務會議修正通過
中華民國95年8月15日經校長核定
(98年5月26日奉教育部核定更名為國際事務處)
中華民國113年8月5日本處處務會議修正通過
中華民國113年8月21日經校長核定
Approved by the President on August 21, 2024

一、依據：教育部核發高級中等以上學校清寒僑生助學金要點。

I. Basis: These notes are formulated in accordance with the *Guidelines on the MOE Financial Aid for Overseas Chinese Students with Financial Hardship at Senior High Schools or Above*.

二、目的：為落實清寒僑生助學金申請審查作業，以濟助確實經濟困難之僑生，使其安心向學。

II. Purpose:

These notes are formulated to facilitate the review process of financial aid applications for overseas Chinese students with financial hardship to help them coping with the hardship so they can focus on their studies.

三、申請作業：

III. Application:

(一)申請資格：

(1) eligibility:

1. 凡在學僑生（不含研究生、延修生）家境清寒者，需提供正式之海外財務證明或清寒證明。
 - i. overseas Chinese students currently enrolled at the University (excluding post-graduate students and those extending their studies) with financial hardship, corroborated by proof of overseas financial resources or financial hardship
2. 就讀二年級以上者，其前一學年學業成績總平均及格，操行平均成績八十分以上。
 - ii. overseas Chinese students in their second year (or higher), with an average academic grade of at least 60 and a conduct grade of at least 80 in the previous academic year

(二)申請時間及單位：

(2) application period and responsible unit:

每學年第一學期註冊開學後二週內，逕向僑外生與陸生事務組提出申請。

Applications shall be submitted to the Division of Overseas and International Degree Student Affairs (DOIDSA) within the first two weeks of the Fall semester.

(三)檢附文件：

(3) required documents:

1. 一年級僑生：申請表（附件一）、積分量表（附件二）及清寒相關證明。
 - i. first year students: an application form (Appendix I), an evaluation form (Appendix II), and a relevant proof of financial hardship
2. 二年級以上僑生：申請表（附件一）、積分量表（附件二）、清寒相關證明及成績證明。
 - ii. second year students (or higher): an application form (Appendix I), an evaluation form (Appendix II), a relevant proof of financial hardship, and the transcript
3. 轉學僑生應檢具清寒相關證明與原就讀學校之轉學證明書或肄（修）業證明書所列前一學年或最近一學年符合規定之成績證明。
 - iii. transfer students: a relevant proof of financial hardship, along with a transfer certificate or a certificate of studies issued by the original university (including the transcript of the previous or current academic year which meets the criteria)

四、審查作業：

IV. Review:

(一)審查小組：

(1) review panel:

由國際事務處國際長、僑外組組長、業務承辦人員及學生代表 2 名組成審查小組，核定適當人選。

A review panel, consisting of the vice president for International Affairs, the director of the DOIDSA, the staff in charge, and two student representatives, shall select suitable recipients.

(二) 審查標準：

(2) review criteria:

1. 依本校申請清寒僑生助學金審查積分標準表（附件三）評定申請人積分，並據以排序決定初審合格名單。

- i. The review panel shall calculate the applicants' hardship points using the evaluation rubrics (Appendix III) and select eligible applicants based on their rankings.
2. 二年級(以上)僑生以清寒積分加上一學年學業平均成績為總積分，依總積分高低排列優先順序。
- ii. Second year students (or higher) shall be ranked based on the sum of financial hardship points and the average academic grade from the previous academic year.
3. 如遇積分相同時，以「審查積分量表」之項目順序依序評比決定之。
- iii. In the case of a tie among applicants, the decision shall be made based on the score of each item in the order on the evaluation rubrics.
4. 為使審查作業更嚴謹、公平，本校於必要時，得請僑務委員會協助查證申請人家境狀況及所提供之相關證明，以利作業參考。
- iv. To ensure a more rigorous and fair review process, the University may seek assistance from the Overseas Community Affairs Council to verify applicants' financial conditions and their supporting documents.

五、補助原則：

V. Subsidizing Principles:

(一)補助名額計算方式：

(1) calculation of the quota:

1. 依教育部核配名額。
 - i. The quota shall be determined by the MOE.
2. 一年級核配名額以教育部核配名額之 30% 為原則，其餘名額核配予二年級以上，按積分高低排定優先順序擇優錄取；惟審查小組得於會議中訂定「最低清寒積分」並於各年級之分配名額內彈性調整之。
 - ii. 30% of the quota from the MOE shall be allocated to first-year students, in principle, with the remaining quota distributed to students of other study grades, and the priority shall be based on the ranking of financial hardship points. Nevertheless, the review panel in the meeting may establish a “threshold of financial hardship points” which is adjustable to accommodate the quota distribution among study grades.

(二)補助金額及給付方式：

(2) amount and payment of the financial aid:

每月補助標準額度依教育部會計年度預算為準；按月支給，支給年限為一年（自當年九月至次年八月，應屆畢業生至次年六月止）。

The amount of monthly financial aid shall be determined based on the MOE's allocated budget for the current fiscal year. The financial aid shall be disbursed monthly for one year from September of the current year to August of the following year, or until June for graduates-to-be.

六、相關規定：

VI. Miscellaneous Provisions:

(一) 僑生有偽造或提供不實證件經查屬實者，停止發給並追繳已領之助學金，並依校規懲處。

(1) Overseas Chinese students who forge documentation or provide any false documents shall have their financial aid terminated immediately, return the subsidy they received, and face disciplinary action under the University regulations.

(二) 因故休學、退學或開除學籍者，自次月起停發助學金。

(2) The financial aid shall terminate starting from the following month of a recipient's suspension, withdrawal, dismissal, or expulsion from the University.

(三) 請領助學金僑生當學年記申誡以上者，自學校核定公告次月起停發助學金。

(3) Recipients given a disciplinary action more severe than a warning in the current academic year shall have their financial aid terminated in the following month of the disciplinary announcement.

七、本審查作業須知經國際事務處主管會議通過後實施，修正時亦同。

VII. These notes are approved by the Management Meeting of the OIA. Amendments to these notes shall follow the same procedure.

**Application Form of Financial Aid for
Overseas Chinese Students with Financial Hardship
(Academic Year 20__ - 20__)**

姓名 applicant's name		系級 department /institute and study grade		僑居地 country of overseas residence	
教育部分發日期、文號 date and issuance number of admission by the MOE			在臺 地址及電話 address and phone number in Taiwan		
學年度 (最近一學年) academic year (the previous or current) 20__ - 20__	學業成績 academic grade	上學期 Fall semester	操行成績 conduct grade	上學期 Fall semester	
		下學期 Spring semester		下學期 Spring semester	
		總平均 average		總平均 average	
家屬(含兄弟姊妹等同住家人) family members (siblings and other household members)	稱謂 members	姓名 name	年齡 age	職業及職稱 occupation/ job title	僑居地地址及電話 address and phone number of overseas residence
	父 father				
	母 mother				
<p>以下各項依照你的情況，分別選擇在□內劃「✓」，有金額者請分別填上。 Please check ✓ in the boxes □ based on your situation, and provide monetary amount where it is required.</p>					
<p>一、負擔家庭生活費用為 the income source of the family: □祖父母 grandparents □父母 parents □兄姐 siblings □其他 others ()</p>					
<p>二、有無不動產 any real estate owned by parents: □有，價值約新臺幣_____萬元 Yes, with an approximate value of TWD _____ □無 No.</p>					
<p>三、家庭每月收入共約新臺幣_____元；支出約新臺幣_____元。 approximate household income: TWD_____/month approximate household expenditure: TWD_____/month</p>					

<p>四、 在校每月生活費約需新臺幣 _____ 元；預計每月工讀收入約新臺幣 _____ 元。</p> <p>estimated expenses during studies: TWD _____/month</p> <p>estimated part-time wages: TWD _____/month (if any)</p>								
<p>五、 目前就學所需費用來源sources of financial support during studies:</p> <table border="0"> <tr> <td><input type="checkbox"/> 由僑居地家屬匯款接濟 supported by family members in the country of overseas residence</td> <td><input type="checkbox"/> 由在臺家長接濟 supported by parents in Taiwan</td> </tr> <tr> <td><input type="checkbox"/> 由僑居地其他親友接濟 supported by relatives in the country of overseas residence</td> <td><input type="checkbox"/> 由在臺其他親友接濟 supported by relatives in Taiwan</td> </tr> <tr> <td><input type="checkbox"/> 自行於課餘兼職維持 self-supported by part-time wages</td> <td><input type="checkbox"/> 靠工讀或其他助學金維持 self-supported by part-time wages or other financial aid</td> </tr> <tr> <td colspan="2"><input type="checkbox"/> 其他 others:</td> </tr> </table>	<input type="checkbox"/> 由僑居地家屬匯款接濟 supported by family members in the country of overseas residence	<input type="checkbox"/> 由在臺家長接濟 supported by parents in Taiwan	<input type="checkbox"/> 由僑居地其他親友接濟 supported by relatives in the country of overseas residence	<input type="checkbox"/> 由在臺其他親友接濟 supported by relatives in Taiwan	<input type="checkbox"/> 自行於課餘兼職維持 self-supported by part-time wages	<input type="checkbox"/> 靠工讀或其他助學金維持 self-supported by part-time wages or other financial aid	<input type="checkbox"/> 其他 others:	
<input type="checkbox"/> 由僑居地家屬匯款接濟 supported by family members in the country of overseas residence	<input type="checkbox"/> 由在臺家長接濟 supported by parents in Taiwan							
<input type="checkbox"/> 由僑居地其他親友接濟 supported by relatives in the country of overseas residence	<input type="checkbox"/> 由在臺其他親友接濟 supported by relatives in Taiwan							
<input type="checkbox"/> 自行於課餘兼職維持 self-supported by part-time wages	<input type="checkbox"/> 靠工讀或其他助學金維持 self-supported by part-time wages or other financial aid							
<input type="checkbox"/> 其他 others:								
<p>六、 請檢附自傳簡述家庭清寒情形及申請助學金原因，內容至少300字。</p> <p>Please attach an autobiography detailing financial conditions and reasons for applying for the financial aid (at least 300 words).</p>								

學校審核人員：

Signature of the reviewer:

申請人簽章：

Signature of the applicant:

填表說明：

Notes:

一、本表申請對象不含研究生及延修生。

1. This application form shall not apply to post-graduate students and those extending their studies.

二、申請本助學金僑生請於分發文號欄列明教育部或海外聯合招生委員會之分發日期文號；現就讀學校如非原分發學校者，請加註原分發學校名稱及畢業年月等。另目前入學方式及學制，期間有無保留入學資格及休學等情形，併均應備註敘明清楚，俾便審查。

2. Applicants shall provide the date and issuance number of the official admission letter issued by the Ministry of Education or the University Entrance Committee for Overseas Chinese Students. If NSYSU is not the original university on the admission letter, please include the name of the original university, along with the graduation month and year. Additionally, please specify the current admission channel, academic program, and any deferral of admission or suspension of studies to facilitate the review process.

三、學年度成績總平均得核算至小數點第二位後四捨五入。

3. The average academic grade may be rounded to two decimal places .

國立中山大學申請清寒僑生助學金審查積分量表
Evaluation Forms of Financial-aid for
Overseas Chinese Students

附件二
Appendix II

姓名 applicant's name		系級 department/ institute and study grade		僑居地 country of overseas residence	
聯絡電話 phone number		寢室 number of dorm room			
項目 Items	請在□內「√」選符合的選項 Please check in the boxes where it is applicable.			得分 (審查小組填寫) Points (to be completed by the review panel)	
1. 雙親健在與否 parents' living status	<input type="checkbox"/> 父母雙亡 Both parents are deceased. <input type="checkbox"/> 父身亡 Father is deceased. <input type="checkbox"/> 母亡或父母離異 Mother is deceased, or parents are divorced. <input type="checkbox"/> 扶養祖父母 Grandparents are cared for by parents.				
2. 身心障礙、重病須長期治療 與否 (附2年內醫院證明或收據) disability or severe chronic disease which requires long- term medical treatment (a proof of medical records/receipts from the past two years)	<input type="checkbox"/> 同住家人重病長期須治療 A family member requires long- term medical treatment due to a severe chronic disease. <input type="checkbox"/> 本人或同住家人有身心障礙 I or a family member is disabled.				
3. 家中兄弟姐妹就學人數 (附在學證明,如學生證、繳學費 證明、成績單等) *本人除外 the number of siblings currently enrolled at school/university (a proof of enrollment, such as a student ID card, receipt of tuition payment, and transcript) * The applicant is excluded from this count.	<input type="checkbox"/> 5人以上 ≥5 <input type="checkbox"/> 4人 4 <input type="checkbox"/> 3人 3 <input type="checkbox"/> 2人 2 <input type="checkbox"/> 1人或有未入學弟妹 1 (or other siblings currently not enrolled at school/university)				
4. 家庭收入狀況(如免稅證明、低 收入戶證明等) household income (a proof of tax exemption or low-income household certificate)	<input type="checkbox"/> 低收入戶及免繳稅者(檢附證明) low income household or tax exemption (a proof required) <input type="checkbox"/> 一人有工作(含自營) One family member is employed (incl. self-employed).				

	<input type="checkbox"/> 二人有工作（含自營） Two family members are employed (incl. self-employed). <input type="checkbox"/> 三人有工作（含自營） Three or more family members are employed (incl. self-employed).	
5.房屋是否自有 (有房屋貸款者須附繳交貸款證明或銀行對帳單) real estate ownership (a proof of loan or a bank statement required if taking a mortgage)	<input type="checkbox"/> 無房地產（政府配給，如公屋） no real estate ownership (e.g., government-allocated housing) <input type="checkbox"/> 有房地產仍貸款 owning real estate with an outstanding mortgage <input type="checkbox"/> 租屋 renting <input type="checkbox"/> 借宿 staying at a friend's or relative's place <input type="checkbox"/> 自有 fully owned real estate	
6.在臺生活狀況及特殊表現 living conditions in Taiwan and other special circumstances	<input type="checkbox"/> 在臺費用靠工讀或救助金維持 My studies are self-supported by part-time wages or financial aid. <input type="checkbox"/> 在臺費用借貸 My studies are funded by loans. <input type="checkbox"/> 在臺費用靠親友接濟 My studies are supported by relatives.	
7. <input type="checkbox"/> 近2年家庭遭重大變故影響生計或有特殊情況 major family upheavals or special circumstances in the past two years that impact family living 請說明 Please specify:		
清寒積分小計 Subtotal of financial hardship points (1~7)		
a.上學年學業成績總平均 average academic grade of the previous academic year	<input type="checkbox"/> 80分(GPA3.38)以上 ≥ 80 (GPA 3.38) <input type="checkbox"/> 70-79.9分 70~79.9 <input type="checkbox"/> 60-69.9分 60 ~ 69.9	
b. <input type="checkbox"/> 擔任現任幹部(僑聯會、各系、各同學會或社團) serving as the current officer of the NSYSU Overseas Chinese Student Association, a departmental student association, a student organization or club 職位： position:		
c. <input type="checkbox"/> 其他優良表現獲敘獎者(校內外各項競賽得獎) other notable achievements and awards (on-/off-campus competitions)		

請說明： Please specify:	
	合計 Subtotal (a~c)
總分 Total (1~7 and a~c)	

填表說明Notes:

1. 請據實依上列項目於□內打“√”，如有不實填答或提供不實證件經查屬實者，停止發給並追繳已領之助學金，並依校規懲處。

Please check in the appropriate boxes. Applicants who provide false information or any false documents shall have their financial aid terminated, return the subsidy they received, and face a disciplinary action under the University regulations.

2. 一年級第 a、b、c 項免填。

First year students may be exempted from completing Item a, b, and c.

申請人簽章：

Signature of applicant:

填表日期：

Date: